

### CHENEY SCHOOL DISTRICT

12414 S. Andrus Rd.  
Cheney, Washington 99004

## TRAVEL AND REGISTRATION REQUEST

This form should be completed for **any** meetings outside of District.

Directions: Obtain budget program approval signature; then submit this form (all copies) to the Business Office. Copies will be dispensed with action indicated.

Name \_\_\_\_\_ Date of Request \_\_\_\_\_

Position \_\_\_\_\_ School \_\_\_\_\_

Name of Conference/Workshop/Meeting \_\_\_\_\_

City/Site \_\_\_\_\_ Date/s \_\_\_\_\_

Name of Budget Program through which Expenses will be paid \_\_\_\_\_

Estimated Expenses:

**Mark the appropriate box.**

Lodging ..... \$ \_\_\_\_\_

Meals ..... \_\_\_\_\_

Registration..... \_\_\_\_\_

Transportation (Airline Travel) ..... \_\_\_\_\_

(Rental Car) ..... \_\_\_\_\_

(District Vehicle) ..... \_\_\_\_\_

(Personal Vehicle - Mileage Expense) ..... \_\_\_\_\_

Substitute Costs ..... \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Check this box if you want the Business Office to pay registration for you. (If so, completed registration form **must** be attached.)

Check here if you are paying registration yourself. (Use Form No. 503 for reimbursement.)

Substitute required?\* Yes \_\_\_ No \_\_\_ If yes, how many days? \_\_\_\_\_ a.m./p.m.

Comments: \_\_\_\_\_ Date/s (be specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\*If applicable, work with principal/supervisor to obtain a substitute.

-----  
Program Budget Code # \_\_\_\_\_ Program Approval \_\_\_\_\_

Principal/Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

-----  
Approved By \_\_\_\_\_ Date \_\_\_\_\_

(Signature - Superintendent or Designee)

(See complete instructions on reverse side of this form.)